



PNG Inc.

dba: PNG Childcare & Learning Center

Physical Address: 169 Milagro St. Tamuning, GU 96931

Mailing: P.O. Box 7266 Tamuning, GU 96931

Phone: (671) 649-4220 | F: 646-5971 | H: 646-4534 | M: 988-5228

E-mail: etgapas@gmail.com | pngchildcare@gmail.com

IN PREPARATION TO REOPEN AND CONTAIN THE SPREAD OF COVID-19

1 . How to prevent the spread of COVID-19?

As the situation continues to evolve and unknowns hang in the air, we will do our best to:

- Update our policies and procedures and share with our parents and staff to provide them with some peace-of-mind. It will include:
 - Proper handwashing practices
 - Proper social distancing practices
 - Proper covering of coughs/sneezes
 - Proper use of face masks and gloving
 - Cleaning and sanitizing methods are consistently followed
 - Masks must be utilized, etc.)
- Update parent handbook and share with our parents/guardians
- Update our daily schedules/routines as there is now a new "normal." We will stagger drop off and pick up times for families to avoid family to family contact outside of our center, most soft toys and sensory bins (slime, Orbeez, Play-doh) will be removed, etc.
- Consider more safety policies, such as a daily temperature check of ALL who come through our gates via no-contact thermometer, rotating roles of staff to aid in keeping up with a three-step cleaning process in between groups and transition periods throughout the day, etc.

2. How to monitor and plan for absenteeism among staff?

We will create a backup plan to ensure appropriate coverage by reminding and encouraging staff to:

- Be vigilant with efforts to prevent the spread of not only COVID-19, but of other viruses.
- Adhere to a daily health check, just like we do with our children.
- Be more flexible with their schedules as they may be asked to provide coverage at PNG@LeoPalace Learning Center.



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- Lessen attendance, should push come to shove as we cannot risk being over-ratioed
- Be a (better) team player

3. Social Distancing strategies:

It will be difficult to maintain social distancing especially with children, however, we can implement strategies throughout the day and keep it routine by:

- Minimizing group activities
- Staggering breaks where possible
- Place markers with paint or tape on the floors/ground to create lines, circles, or even grids to indicate the proper (six feet) distance between people inside and outside of the center, especially during line ups.
- Reducing visitors to the absolute minimum
- Spending more time outdoors
- Having an open discussion with children
- Conducting virtual tours to limit the number of non-students and staff in our center.

4. Parent Drop-Off and Pick-Up strategies:

- Place markers with paint or tape on the floors/ground to create lines, circles, or even grids to indicate the proper (six feet) distance between people inside and outside of the center.
- Stagger drop off and pick up times for families to avoid family to family contact outside of our center.
- Temperature check of parents/guardian and their child via no-contact thermometer. Should their temperature be at a 100.4 fahrenheit or higher, they will be sent home and advised to monitor temperature without the use of medication. They must be symptom/fever-free for 72 hours and seven days have passed since their first symptoms before returning to center. Staff will continue to check in with them. If their temperature is normal, they will be allowed to sign in via our parent app.



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- Use of teamwork (PPEs being utilized) by having a system where one (#1) staff outside the gates conducting temperature checks, another (#2) staff monitors gates and logs health information and takes attendance, while the (#3) other escorting the child to their proper rooms after handwashing.
- Masks must be worn by staff, parents/guardians and children.
- No other persons aside from staff are allowed to enter through our gates unless there is a staff present to assist them. They must wait at the gate until staff arrives.
- Only staff and children are allowed in the building.

5. Child Screening methods:

- Initial body checks
- Health checks
- Continued monitoring and reporting

6. Isolation and Caring for Sick Children strategies:

- Should their temperature be at a 100.4 fahrenheit or higher, they will be sent home and advised to monitor temperature without the use of medication. They must be symptom/fevered free for seven days straight before returning to center. Staff will continue to check in with them.
- During isolation, the child will be assigned to one staff and placed in our Isolation Room until they are picked up and continue activities if able. Staff will continue to monitor the child and keep parent/guardian up-to-date until they are picked up. Should they not be available, we will contact the person on the child's emergency contact list.
- Room will be clean and sanitized once the child is picked up.



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7. Cleaning and Disinfecting procedures:

- Every toy and surface in shared areas will be cleaned every hour.
- Rotating roles of staff to aid in keeping up with a three-step cleaning process in between groups and transition periods throughout the day.
- Tactical use of bleach by leaving surfaces untouched for two minutes.
- Daily laundering
- Any toy that comes in contact with a child's mouth or bodily fluids, will be immediately placed in the "clean/disinfect" bin and taken care of by staff assigned to aid in cleaning/disinfecting.
- Despite the constant cleaning and disinfecting, all chemicals will be up and out of reach from children; proper storing and handling. Only those with BTA certification will handle chemicals.

8. Changes to Caring for Infants and Toddlers:

- Posting of Diaper Changing procedures in all changing areas
- Prepare items and area needed before handling child
- Proper handwashing before and after handling each toddler/infant.
- Washing hands of toddler/infant after every diaper change.
- Proper disposal of diaper and gloves in receptacle in lanai.
- Bag any soiled clothing
- Staff with long hair must have hair up in a bun if possible away from children's reach.
- Staff should have extra clothing available in the event they encounter bodily fluids.
- Continue to thoroughly clean bottles/sippy cups by washing with soap and water.
- Each child needing a playpen must have one assigned to them and cannot be shared whatsoever.
- Stagger floor time so each infant has an opportunity to practice their gross motor skills.
- No sharing of toys until after it has been cleaned and disinfected.
- Wipe down bedding/rockers and cubbies daily



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9. Food Preparation and Meal services:

- Proper handwashing before and after meal preparations and services
- Staff should have aprons during meal/food preparations
- Hair must be up and away from food
- Proper handwashing before and after, now to include in between as needed.
- Although sharing is caring, sharing of food will be discouraged.
- Stagger meal times if areas are shared and/or separate groups (toddlers eat indoors and preschoolers eat in lanai).
- Wipe and sanitize all tabletops and highchair trays before and after each use.